

Claybrooke Magna Parish Council

Scheme of Delegation

The Local Government Act 1072, s101, gives the Parish Council the power to delegate certain decisions to the clerk. This Scheme of Delegation (The Scheme) authorises the Clerk to act with delegated authority in specific circumstances, detailed below. The delegations are also contained in the Financial Regulations.

This Scheme does not delegate any matter which cannot legally be delegated to the Clerk including:

- The approval of the annual return
- The approval of year end accounts
- The setting of budget and precept
- The appointment of a clerk/RFO
- The adopting and changing Parish Council Standing Orders, Financial Regulations and other policies
- To determine matters involving expenditure above the delegated amount.
- To co-opt Councillors

These decisions must be made by full Council.

1. Urgent Decisions of the Parish Council

Urgent decisions in between Parish Council meetings are delegated to the Clerk in consultation with the Chair and other Councillors. It may be decided, in accordance with Standing Orders, that an extraordinary meeting of the Parish Council be called.

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman and Councillors as soon as possible and report to the full council as soon as practicable thereafter.

2. Clerk as Responsible Financial Officer

Financial Regulations authorise the Clerk to authorise expenditure on revenue items up to the amount of £500 to allow invoices etc to be paid within the approved budget. This allows for invoices to be paid in between meetings so that they do not become overdue. Any payments so made will be reported to the next meeting.

3. Delegated Powers on Planning Matters

If a planning application falls before the next scheduled Parish Council meeting, the clerk will

- a) Arrange for all relevant paperwork to be distributed to all Councillors for comment.
- b) The clerk will then respond to the Planning Department with those comments
- c) These decisions will be reported to the next meeting and recorded in the minutes.
- d) In respect of a major or controversial development, the clerk in consultation with the Chairman, may decide to call an Extraordinary Parish Council meeting to consider the matter.

Reviewed and approved by the Parish Council on 21st May 2026; Annual Parish Meeting, minute 6